

NATIONAL MARINE SANCTUARY ARCHAEOLOGICAL Survey and Inventory Permit Reporting Guidelines

Following the completion of the survey activities or the expiration of the Survey/Inventory permit, a report and map shall be submitted as described in the permit conditions. These guidelines describe what should be included. The report and map are necessary before a subsequent Research/Recovery permit can be issued.

The report should include:

- 1) Introduction - What were the dates of the survey? Indicate the general region and the parameters of the survey area in lat/long. How many days were spent conducting remote sensing survey, how many days diving to identify anomalies? Who was involved with the operation and in what capacity? Provide a brief statement outlining the highlights and results of the work.
- 2) What equipment was used:
 - a) For navigation and horizontal positioning?
 - b) For magnetometer and other types of remote sensing?
- 3) How equipment was used, calibrated and configured:
 - a) For navigation and horizontal positioning?
 - b) For magnetometer and other remote sensing equipment?
- 4) Recording of survey information:
 - a) How and when position fixes were recorded?
 - b) How was the magnetometer (and other remote sensing equipment) correlated to the horizontal position data?
 - c) How far apart were the parallel passes and in what direction(s) was the survey vessel navigated (recommended spacing is 150 feet or less)?
- 5) How much was accomplished, and how much is left to accomplish to complete the remote sensing phase of your survey work?
- 6) Provide a general statement about what you found and how these findings shape your future plans. Discuss and interpret the anomaly patterns. What parts of the anomaly patterns appear to be significant and what parts do not? Are there any significant clusters? Were any anomalies identified? If suspected archaeological remains were found, provide a detailed description including:
 - (a) the nature of remains (i.e., ship structural features, ballast, and artifacts);
 - (b) the probable approximate date of site, explaining why you think so;
 - (c) the distribution and extent of remains;
 - (d) the integrity of the remains (i.e., does site appear to be disturbed and, if so, recently?); and
 - (e) the natural environment in the vicinity of the wreck.
- 7) Report indexes
 - a) Include as a first appendix a list which assigns each anomaly a unique designation. This index serves as a cross reference so anomalies identified in the report can be correlated to their plotted positions on the base map. This appendix

should include the anomaly identification designation, its location (e.g., Loran-C coordinates, or Latitude and Longitude in degrees, minutes, and decimal minutes), and gamma intensity.

b) Include as a second appendix examples of a dozen or so magnetometer chart sections showing some of the anomalies encountered in your contract area (label each example strip chart section with its corresponding designation as assigned in 6a above).

B. The map:

1) Encompass a large enough area to include all of your contract and show the contract boundaries. The map(s) should also depict the location of the shoreline and other prominent features such as buried cable, rock outcrops, islands, etc.

a) Show a grid or grid ticks on the outer border of the map in Loran C, Longitude and Latitude, or other recognized coordinate system including the system used in the anomaly table in the first appendix.

b) Use a bar scale, North arrow, and title block which identifies the map. The title block should include the contract number, contractor's name, and year of the contract.

2) Depict your work progress on the base map.

a) Show the distance and direction of each survey pass made by the survey vessel.

b) Identify each anomaly with a unique indexed number or letter which is to correspond with the appendix listing all anomalies and with all other references to anomalies in the report.

C. If survey included limited test excavations and/or limited removal of artifacts or other materials to identify anomalies, please include the following information:

1) A summary of the excavation process including:

a) equipment used;

b) number, type and provenience of recovered artifacts; and

c) method of recovery and on-site storage of artifacts.

2) A summary of the conservation process including:

a) information on the conservation facility and chief conservator; and

b) description of the conservation process including appendices containing artifact lists, lab conservation records, before and after conservation photographs of artifacts.

3) A description of post-conservation artifact storage consistent with 36 CFR Part 79.

4) A plan-view map of the excavation or recovery area that includes:

a) significant bottom features;

b) at least two datum reference points;

c) significant SCR features; and

d) location of recovered material.

Public Reporting Burden

The Marine Sanctuary Program is mandated via the Sanctuaries Act to comply with the laws and regulations of the Federal Archaeological Program (FAP) which includes the National Historic Preservation Act of 1966 (NHPA). The NHPA requires that all federal undertakings, including permitting the disturbance of submerged cultural resources (SCRs), be evaluated to assess potential adverse impacts. The information requested in these guidelines is required to ensure compliance with the federal mandates of the FAP. The information is used to evaluate the potential benefits of the activity, to determine whether the proposed methods will achieve the proposed results, and to

evaluate any possible detrimental environmental impacts. It is through this evaluation and the tracking of all cultural resources activities that the NMSP is able to use permitting as one of the management tools to protect submerged cultural resources for which NOAA is the trustee. Submittal of the information requested in these guidelines is required to obtain a permit pursuant to National Marine Sanctuary Regulations (15 CFR part 922). Applicants are requested to indicate any information that is considered proprietary business information. Such information is typically exempt from disclosure to anyone requesting information pursuant to the Freedom of Information Act (FOIA). NOAA will make all possible attempts to protect such proprietary information, consistent with all applicable FOIA exemptions in 5 U.S.C. 552(b). Typically exempt information includes trade secrets, commercial and financial information (5 U.S.C. 552(b)(4)). Personal information affecting an individual's privacy will also be kept confidential consistent with 5 U.S.C. 552(b)(6).

Public reporting burden for this collection of information is estimated to average thirteen (13) hours per response (application, cruise log, and final report), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Permit Coordinator, NOAA National Marine Sanctuary Program, 1305 East-West Highway (N/ORM6), 11th Floor, Silver Spring, MD 20910.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.